

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
June 12, 2018

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

**Members Present:** Jerry Aufox, Rich Basofin, Lela Hersh, Joel Hurwitz, Marty Kinczel

**Members Absent:** Rich Coplan, Donna Fletcher, Laura Knapp, Barbara Mazur

**Others Present:** Jane Conway, Dan Kaufman, Adam Kramer, Mike Pickard, Pamela Siegel

APPROVAL OF MINUTES

**Mr. Aufox moved and Ms. Hersh seconded a motion to approve the May 8, 2018 minutes, the May 2018 Bill List, and the May 2018 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Aufox, Basofin, Hersh, Hurwitz, Kinczel

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Mike Pickard requested the Board consider adding a Public Comments section near the end of the Board meeting. President Basofin stated it will be taken under consideration.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- The Strategic Planning Committee met with consultant Amanda Standerfer via Zoom. Ideas for the mission and vision statements were discussed and will be shared with the full Board in August.
- Over 600 people have completed the community survey. Focus groups are scheduled for June 26.
- The next meeting between the consultant and the Board is scheduled for August 14, the Board's regular meeting night. It has been suggested that we begin the meeting early at 6:30 p.m.
- Mr. Basofin, Ms. Conway, and several Board members attended the Committee of the Whole Meeting at City Hall last night. There was more discussion about the prioritization of projects. The Fire House is the highest priority with the Senior Center and the Library following. The City staff was asked to prepare a long-term capital budget. The \$1 million library renovation was discussed. The City asked the library to use library reserves for the project.
- The parking study RFP has been issued by the City.
- The City announced the house adjacent to the library will be demolished.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Library received a grant for \$81,000 to digitize historic documents related to the Ravinia Festival.
- The Friends of the Library approved a gift of \$25,000 to upgrade the audiovisual equipment in the Adult Services Room. In addition, they approved a gift of up to \$5,000.00 to enhance landscaping around the building.

- She shared the design for vinyl book bags which were previously approved by Friends.
- She also circulated the Superheroes Summer Reading flyer which was designed by the library's graphic designer. The kick-off for summer reading was last Saturday and was very successful with the highest attendance for a kick-off on record.
- Two long-term employees submitted their resignations this week. Julia Johnas, Adult Services Director for 27 years, is retiring on August 10. Barbara Chase, Information and Reader Services Librarian for 32 years, is retiring on July 31.

#### REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Conway reported the Committee met to discuss the following items as outlined in the packet:

1. Fire Sprinklers
2. 10-Year Capital Improvement Plan
3. Update on HVAC and Roof Projects
4. Parking Study

Fire Inspector Charlie Orth reported sprinklers are not required as part of the remodeling project. The Committee recommends adding sprinklers as part of a future expansion. The issue will be discussed further at the upcoming Budget and Finance Committee meeting on June 27.

The 10-Year Capital Improvement Plan proposes a two-phase expansion. Phase I is the Youth Services remodel in FY19 for \$1,000,000. Phase II is a 9,500 square foot library expansion in FY22 for \$13,000,000. The City has indicated that only \$4,500,000 will be available in FY22 for either the library or senior center project. Discussion followed as to whether the 10-Year plan should reflect this reduced figure.

#### REPORT OF THE PERSONNEL POLICIES COMMITTEE

Ms. Hersh reported the Committee met to discuss the FY19 Salaries & Benefits budget. The Committee recommends increasing the budget by 0.6% or \$20,710. The budget will address compensation study recommendations and provide for COLA increases.

#### OLD AND NEW BUSINESS

Mr. Hurwitz suggested adopting Mr. Pickard's suggestion to add Public Comments at the end of the meeting. President Basofin stated that it will be added to next month's agenda for discussion.

#### ADJOURNMENT

Ms. Hersh moved and Mr. Aufox seconded a motion to adjourn the meeting at 7:52 p.m. President Basofin, presiding, adjourned the meeting at 7:52 p.m.

Submitted by: Pamela Siegel